

CALENDAR OF REPORTING REQUIREMENTS FOR CHARTER SCHOOLS

The following table lists USOE reports and documentation due by 5:00 p.m. on the date specified. The USOE website contains the complete Finance & Statistics calendar and links to forms and additional information at <http://www.usoe.k12.ut.us/data/calendar.htm>.

The table includes other reporting deadlines that are required of many charter schools.

DUE DATE	REPORT/ACTION	CONTACT/NOTE
July 1	FISCAL YEAR BEGINS	
July 15	S-3 Report <i>Year-end statistical report requires:</i> 1) <i>a Data Clearinghouse upload from your SIS database</i> 2) <i>a data collection website submission for classified employees, driver education, fee waivers, home schooling, and teacher benefits</i> 3) <i>2 forms that must be signed and faxed to USOE (forms are on S-3 website): fire drill compliance and S-3 report assurance</i>	Deanna Timothy, USOE Bruce Hudgens, USOE Data Clearinghouse Randy Raphael, USOE (S3 website) Data collection website at http://www.usoe.k12.ut.us/s3
	Utah Report of Adult Education Data (URAED) , if applicable <i>Year-end report</i>	Shauna South, USOE
	Budget for current year to USOE and to the Utah State Auditor	Richard Tolley, USOE Kent Godfrey, State Auditor's Office
July 31	Concurrent Enrollment Database for prior year, if applicable	Susan Loamanu, USOE
	E-Rate Form 486 <i>Service has begun</i>	Louise Tonin, UEN Form submitted online at http://www.sl.universalservice.org/men u.asp
	Utah Money Management Report <i>Data as of June 30</i>	Ann Pedroza, Money Management Council/Utah State Treasurer
	File Form 941 for prior quarter	Employer's Quarterly Federal Tax Filed with IRS
	File DWS wage report for prior quarter	Utah Dpt of Workforces Services
August 15	Documents to USOE: ✓ School Calendar ✓ Proof of Insurance ✓ Copy of Fire Inspection ✓ Copy of Health Inspection	Patricia Bradley, USOE
	Distribute new IRS W-4 forms for next calendar year to all employees <i>Forms must be distributed before Dec 1</i>	
FALL/WINTER	Vision screenings for all pre-K and K students: <i>DSBVI recommends conducting vision screenings early in the year in order to complete the referral process and meet the June 15 report deadline</i>	Cindey Page, Division of Services for the Blind & Visually Impaired (DSBVI)
SEPTEMBER / OCTOBER	IOWA testing conducted for 3 rd , 5 th , 8 th and 11 th grades; order preprints by Labor Day	Sharon Marsh, USOE Testing

DUE DATE	REPORT/ACTION	RESOURCE/NOTE
September 1	S-3 Membership Audit for prior year <i>Prepared by your independent auditor</i>	Deanna Timothy, USOE Submitted by independent auditor
October 1	Annual Financial Report (AFR for prior year) <i>To USOE and Utah State Auditor</i>	Richard Tolley, USOE Kent Godfrey, State Auditor's Office
	Annual Program Report (APR for prior year) <i>To USOE</i>	Richard Tolley, USOE
	Fall Enrollment Audit conducted for current year <i>Audit performed at your school by your independent auditor</i>	Richard Tolley, USOE
	Annual assurance of compliance by charter schools	Patricia Bradley, USOE
October 15	Fall Enrollment (SIS upload to Data Clearinghouse) Fall Enrollment Assurances (signed & faxed) Dropout Data (Excel spreadsheet emailed to Deanna Timothy) <i>For current year from October 1 membership audit</i>	Deanna Timothy, USOE Bruce Hudgens, USOE Data Clearinghouse
	Extended Year Form for Students with Disabilities for prior year, if applicable	Emily Eyre, USOE
October 31	School Land Trust Committee Membership Report <i>Current year membership submitted online</i>	Paula Plant, USOE http://www.schoollandtrust.org/schools.php
	NCLB Application / Consolidated Plan <i>To secure federal NCLB funds for current year</i>	Vickie Smith, USOE
	File Form 941 for prior quarter	Employer's Quarterly Federal Tax Filed with IRS
	File DWS wage report for prior quarter	Utah Dpt of Workforces Services
November 1	Fall Enrollment & Dropout Audit Report (submitted by your independent auditor)	Deanna Timothy, USOE Auditor guidelines: http://www.sao.state.ut.us/sulcag/APP_C5.htm
	Fall Enrollment Assurances (forms signed and faxed to Deanna Timothy)	Assurance forms: http://www.usoe.k12.ut.us/data/uasbo/signature_FE_2004.pdf
	CACTUS Educator Data update for current year	Emily Eyre, USOE/Finance & Statistics Jan Brown, USOE/Licensing
November 15	Free & Reduced Price Lunch Enrollment Survey	Ruth Masnica, USOE/Child Nutrition Program
	Charter School Economically Disadvantaged Report ✓ <i>Charters with a school meals programs use their Free & Reduced-Price data</i> ✓ <i>Charters without a meals program use the Declaration of Household Income form</i>	Randy Raphael, USOE/Finance & Statistics Obtain form & report at: http://www.usoe.k12.ut.us/data/forms/HouseholdIncome.pdf
	CACTUS Educator Authorization Requests	Jan Brown, USOE/Licensing
November 29	Justification form for Severe-need Breakfast Reimbursement	Ruth Masnica, USOE/Child Nutrition Program
November 30	Immunization Status Report <i>Status of all students through Nov 30</i>	Caroline Green, Utah Dpt of Health Report submitted online at http://www.immunize-utah.org/provider/school/default.htm
	Audited Financial Statements for prior year are due from all districts—Charter school deadline is Dec 31 but the USOE requests submission by Nov 30	Richard Tolley, USOE Kent Godfrey, State Auditor's Office <i>Prepared by your independent auditor</i>
	Fee Waiver Documentation <i>See information at</i> http://www.usoe.k12.ut.us/LAW/Certification%20of%20Compliance%20Forms.htm	Carol Lear, USOE
December 15	Special Education Student Count for current year <i>Upload from SIS to Data Clearinghouse</i>	Bruce Hudgens, USOE Data Clearinghouse Cal Newbold, USOE At-Risk/Spec Ed
	Child Nutrition Program Verification completed <i>Deadline for completing your free and reduced-price application verifications</i>	Ruth Masnica, USOE/Child Nutrition Program

DUE DATE	REPORT/ACTION	RESOURCE/NOTE
December 20	Child Nutrition Program Verification Report <i>Free and reduced-price application verification report due</i>	Ruth Masnica, USOE/Child Nutrition Program
December 31	Audited Financial Statements for prior year <i>Submitted to USOE and the Utah State Auditor</i> [USOE requests that charters submit this report by November 30]	Richard Tolley, USOE Kent Godfrey, State Auditor's Office <i>Prepared by your independent auditor</i>
	IRS Form 990	Submit to IRS
JANUARY	Order UB SCT preprints	Sharon Marsh, USOE
January 5	1% Bonus Report <i>Use Excel form from Richard Tolley</i>	Richard Tolley, USOE Finance & Statistics
January 7	E-Rate Form 470 <i>Opens competitive process</i>	Louise Tonin, UEN Form submitted online at http://www.sl.universalservice.org/men u.asp
January 24	Adult Education midyear report, if applicable	Shauna South, USOE
January 31	Immunization Transfer Summary Report <i>Midyear update for new students since Nov 30 report</i>	Caroline Green, Utah Dpt of Health Report submitted online at http://www.immunize-utah.org/provider/school/default.htm
	Distribute prior-year IRS W2 and 1099 forms to employees and contractees	
	File Form 941 for prior quarter	Employer's Quarterly Federal Tax Filed with IRS
	File DWS wage report for prior quarter	Utah Dpt of Workforces Services
	Utah Money Management Report <i>Data as of Dec 31</i>	Ann Pedroza, Money Management Council/Utah State Treasurer
FEBRUARY	Food Distribution Program (FDP) Request Survey <i>Request for food commodities for your school meals program</i>	Ruth Masnica, USOE/Child Nutrition Program
February 4	Utah Basic Skills Competency Test (UBSCT) for 10 th grade students <i>Administered for 3 days during first week in Feb</i>	Sharon Marsh, USOE
February 15	E-Rate Form 471 <i>Seeks funding</i>	Louise Tonin, UEN Form submitted online at http://www.sl.universalservice.org/men u.asp
February 28	Deadline for receiving new IRS W-4 forms from employees <i>Prior W-4 forms expire on Feb 16</i>	
MARCH - MAY	File IRS Forms 1099, W2, and W3 for prior year	File with Social Security Administration
March 12	CRT Testing: order preprints and conduct testing <i>See "Testing Schedule" that follows</i>	Sharon Marsh, USOE
April 30	School Land Trust Plan for next fiscal year <i>Next year's plan submitted online</i>	Paula Plant, USOE http://www.schoollandtrust.org/school s.php
	File Form 941 for prior quarter	Employer's Quarterly Federal Tax Filed with IRS
	File DWS wage report for prior quarter	Utah Dpt of Workforces Services
May 1	Facilities Funding Report <i>Request data disk from Charter School Coordination office</i>	Richard Tolley, USOE/Finance & Statistics
JUNE	<ul style="list-style-type: none"> ✓ Submit final budget for current year to your school board ✓ Submit proposed budget for next year to your school board 	

DUE DATE	REPORT/ACTION	RESOURCE/NOTE
June 15	Proposed budget for next year available for public preview; budget adopted by school board at public meeting	
	Disciplinary Incident Report <i>Year-end report of disciplinary incidents</i>	Verne Larsen, USOE Margaret Lubke, USU/RISEP Incident data submitted online at http://riseup.usurf.usu.edu
	Immunization Status <i>Year-end report of student immunization status.</i> DO THIS REPORT <u>ONLY</u> IF YOUR NOVEMBER 30 REPORT INCLUDED STUDENTS WHO WERE "CONDITIONAL ADMISSION" OR "OUT OF COMPLIANCE".	Caroline Green, Utah Dpt of Health Report submitted online at http://www.immunize-utah.org/provider/school/default.htm
	Vision screening report for the current year for all pre-K and K students	Cindey Page, Division of Services for the Blind & Visually Impaired
June 30	CACTUS Educator data update <i>Year-end update of teacher assignments, demographics, educational attainment, professional experience, and salaries into the CACTUS database</i>	Emily Eyre, USOE http://usoe.k12.ut.us/cactus

— CONTACT INFORMATION —

RESOURCE PERSON	ORGANIZATION	PHONE	EMAIL
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— TESTING SCHEDULE —

Detailed information about Utah public education testing is available at

<http://www.usoe.k12.ut.us/eval/>

The FY05 USOE testing calendar is available at

http://www.usoe.k12.ut.us/eval/_Calendar/2004-05Calendar%20Revised%2011-09-04.pdf

Test	Order Preprints	Administer	Test Grades
IOWA Tests (norm referenced)	By Labor Day	Last week of September; first two weeks of October	3 rd , 5 th , 8 th , 11 th
UBSCT Utah Basic Skills Competency Test	January	1 st week in February Reading, math, and writing are tested during 3 days	10 th
UBSCT Make up		3 rd week in October 1 st week in February	11 th 11 th
NAEP National Assessment of Educational Progress		January 24 - March 4	4 th , 8 th , 12 th
CRTs (criterion referenced)	<i>A month prior to administering tests</i>	<i>3-week window "<u>X</u> weeks prior" to the Monday before the last day of school</i>	<i>Test Grades</i>
CRT: Direct Writing		14 weeks prior	9 th
CRT: Direct Writing		7 weeks prior	6 th
CRT: Language Arts		6 weeks prior	7 th - 11 th
CRT: Language Arts		4 weeks prior	All elementary
CRT: Math		4 weeks prior	All students
CRT: Science		4 weeks prior	All students